

U.S. Department of the Interior • Office of the Secretary (OS/SIO/NISC) • 1849 C Street, N.W. • Washington, DC 20240  
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## **ISAC TRAVEL REIMBURSEMENT PROCEDURES**

As an ISAC member, you are considered an “Invitational Traveler” for DOI travel management purposes. Below is an outline of what you will need to submit in order to be reimbursed for ISAC meetings upon your return home:

### **1. SUMMARY OF TRIP**

**On your organization's official letterhead**, please complete a brief summary of your expenses. Your itemized summary (along with supporting receipts) should include:

- Time of departure from your home
- Mileage to/from airport (if using POV)
- Arrival at meeting location
- Any reimbursable expenses incurred while in travel status

### **2. REIMBURSEMENT OF AIRFARE**

Your airfare is paid in advance by NISC in most instances, and is not reimbursed to you. However, there are some occasions when the traveler's purchase of airfare is substantially less than the contract government fare. In these cases where there is a significant cost benefit to the Government, you can be reimbursed for airfare. **PRIOR APPROVAL AT THE DOI ASSISTANT SECRETARY LEVEL IS REQUIRED FOR REIMBURSEMENT OF ANY AIRFARE PURCHASED OUTSIDE OF THE DOI CONTRACT TRAVEL AGENCY.** **If you are considering paying for your own travel, it is important that NISC be notified as soon as possible, so that we can start the prerequisite paperwork.**

In order to be reimbursed for airfare, you must submit the receipt. For online purchases, this is the document received immediately after your payment, which states: **“This is your receipt – please print for your records”**. For paper tickets, this is the portion that reads, **“RECEIPT”**.

**NOTE: THESE ARE THE ONLY FORMS OF PROOF OF PURCHASE DOI WILL ACCEPT FOR REIMBURSEMENT OF AIRFARE. RESERVATION CONFIRMATIONS ARE NOT ACCEPTABLE.**

### **3. PER DIEM**

Lodging for ISAC members is generally paid in advance, except when meetings are held in a Federal facility. In these cases, you will be required to secure your lodging under a reserved room block with a personal credit card. Room rate, lodging tax, and data services are all reimbursable expenses, and should be included in your trip summary. **THE HOTEL RECEIPT MUST BE SUBMITTED WITH YOUR CLAIM.** You will receive the flat per diem rate authorized by Federal regulations, less the cost of any meals provided during the meeting. There is no need to submit receipts for meals. **Meals and lodging for family members are not reimbursable expenses.**

#### 4. TRANSPORTATION / PARKING

You must submit receipts in order to be reimbursed for all local transportation to include:

- Taxis, shuttles, busses, and subways to and from both the airport and meeting location.
- Parking of POV at airport and/or meeting location
- Tolls paid en route to meeting location if using POV.

#### 5. MILEAGE FOR PRIVATELY-OWNED-VEHICLE (POV) CONVEYANCE

The current Government rate for mileage is 55 cents per mile. This is the rate you will receive according to the mileage indicated in your summary of expenses. If you chose to use a POV instead in lieu of airfare to the meeting location, a comparison of total constructed (air) vs. actual (POV) costs will be created to determine your total reimbursement, which will be the lesser of the two.

#### 6. PROCESSING OF TRAVEL DOCUMENTATION

All DOI-funded travel is processed through the internet-based GovTrip Travel Authorization and Vouchering System (GovTrip TAVS). ISAC Members already have GovTrip profiles in the system. Travel authorizations are created based information submitted on your meeting confirmation sheets. Subsequent reimbursements (vouchers) are completed based on the information you provide in your travel summary.

Because GovTrip is accessed through the internet, all receipts must be uploaded into your voucher file for auditing and approval prior to payment. DOI mail irradiation often renders original receipts (sent by mail) illegible. **Please submit your summary and receipts by either e-mail (PDF or JPG), or fax to 202-371-1751.**

A PDF of completed voucher will be e-mailed to you for verification. If accurate, you will then sign and date the voucher where indicated and return via reply e-mail or fax for payment processing.

#### 7. PAYMENT TIMEFRAME

**It will take approximately two (2) weeks** from the time the faxed or electronic version of your *signed* voucher is received, until the payment is posted in the bank account designated on the ACH form you submitted previously. Sending your summary and receipts, and then returning your signed voucher in a timely manner can decrease the time it takes to receive payment.

**Please direct questions concerning reimbursements to:**

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